



Vendor Application Package

Dear Prospective Vendor:

Companies interested in conducting business with the State of Iowa, Department of Administrative Services, General Services Enterprise – Purchasing must have this application on file with Purchasing. The vendor application package consists of the vendor application form, federal W9 form, and the commodity list.

If you are operating as a sole proprietor or an individual, you must supply your legal first, middle and last name and Social Security number or your Employer Identification Number (EIN). If you are a corporation, partnership, estate or trust, public services corporation, government or other entity you must supply your Federal Employer Identification Number (FEIN) and the name as on file with the Internal Revenue Service.

Upon receipt of your completed application package, the Vendor Application Coordinator will process your information into the State's automated purchasing system vendor database.

Vendors are responsible for notifying Purchasing of any change(s) in the information provided in their vendor application i.e. name change, address change, etc. This notification must be in writing and on your company letterhead.

For questions or clarification regarding the vendor application package, please contact:

Vendor Application Coordinator
Department of Administrative Services
General Services Enterprise – Purchasing
Hoover State Ofc Bldg, Level A
Des Moines, IA 50319-0105
Phone: 515-281-6355
Fax: 515-242-5974
E-mail: Purchasing.Mailbox@iowa.gov

For additional information regarding the General Services Enterprise – Purchasing operations, please visit our web site <http://das.gse.iowa.gov/iowapurchasing>, this site provides detailed information on outstanding bids, current contracts and much more.

Sincerely,

Kenneth Paulsen, CPPB
Purchasing Supervisor

Attachments